

Quaker Consortium Program Registration Instructions

IMPORTANT INFORMATION FOR QUAKER CONSORTIUM STUDENTS:

- Quaker Consortium students studying at the University of Pennsylvania (UPENN) College of Liberal and Professional Studies must abide by all student rules and regulations in place at UPENN.
- Quaker Consortium students must abide by the deadlines associated with course registration for LPS.
- To register, drop, or change their status in a course Quaker Consortium students should contact the Registrar at their home school; the student's home school Registrar will then communicate the changes to LPS. Please do not ask the Penn Registrar, instructors, or administrative staff of any department to make these changes as all changes must be initiated by the student's home school Registrar

INSTRUCTIONS:

1. Complete the attached form except for section 3. *NOTE: You can view a list of our available courses for each semester on our website, www.pennLPS.org or at the UPENN Registrar's homepage, www.upenn.edu/registrar*
2. Take the completed form to your home school's Registrar for them to complete Section 3
3. Your home institution Registrar will deliver the signed form to the College of Liberal and Professional Studies (LPS). LPS will enter you into the UPENN Student Records System and register you for courses. Within two (2) business days of receipt of your Registration Form, LPS will send you an email verifying that you have been entered in the UPENN system and notifying you of your course registration outcome. If we need further information at that time, we will make note of that in the email.
4. PENNCARD: Once you have been entered in the Student Records System and registered for classes, you should obtain your PennCard and PennKey Setup Code. To do this, you will need to go to the PennCard Center (Franklin Building Room 150, 3451 Walnut Street). The PennCard is the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience, and more
5. PENNKEY & PASSWORD: An important element of the University's online security is the PennKey, which is used to authenticate or prove one's identity to many of Penn's online computer systems. A PennKey and Password are required to access such resources as Penn InTouch (see below), Blackboard courseware, restricted library resources from off-campus computers, and public campus computers. To obtain the PennKey and Password, you will need use your PennKey Setup Code that you received at the PennCard center to register your PennKey and Password. To register your PennKey, you will need to go to the following website: <http://www.upenn.edu/computing/pennkey/>. If you have taken classes at Penn in previous semesters, you should already have a PennKey and Password. **If you need to reset your password**, you must go to the Registrar's office with a photo ID, located in the Franklin Building in Room 221, Hours: Monday – Friday, 9am-4:45pm.
6. EMAIL ADDRESS: Once you have your PennKey and Password, **you must update your Penn Directory listing to include your home school email address**. To update your directory listing, you can go to the following link: <http://www.upenn.edu/directories/> and click on "Update Directory Listings." **NOTE: This is required!** You must have an email address on file at UPENN in order to receive important messages from LPS, your instructors, and other parts of the University.
7. COURSE SCHEDULE VERIFICATION & UPDATING PERSONAL INFORMATION: Once you have a PennKey and Password, you can logon to PennInTouch, <https://medley.isc-seo.upenn.edu/penn-portal/intouch/splash.html>, to view your courses and to update your mailing address (if needed).
8. BILLING: You will be charged tuition by your home school for courses taken at Penn. You will be responsible to UPENN for all other fees. If you have questions about tuition, contact your home school Registrar. Any other charges incurred while you are a student at UPENN will appear on your e-bill and will be sent to the email address you list in the UPENN Directory.

Please familiarize yourself with the *Quaker Consortium Student Guide* on our website:
<http://www.sas.upenn.edu/LPS/reciprocal/>

Quaker Consortium Reciprocal Program Registration Deadlines & Important Information

DEADLINES FOR Spring 2012

Classes Begin	Wednesday, January 11	
Last Day to Add a Writing or Language Course	Friday, January 20	*Note: Saturday courses in the College of Liberal and Professional Studies WILL be held on Saturday, March 3, but there will be no class on Saturday, March 10. For Saturday courses in other schools, please check with your instructor.
Last Day to Add a Course (besides Writing or Language)	Monday, January 30	
Last Day to Drop a Course	Monday, January 30	
Spring Break	Saturday, March 3 - Sunday, March 11*	
Classes Resume	Monday, March 12	
Last day to Withdraw from a course	Friday, March 30	
Spring Classes End	Tuesday, April 24	
Reading Days	Wednesday, April 25 - Friday, April 27	
Final Examinations	Monday, April 30 - Tuesday, May 8	

These deadlines can be found at: <http://www.sas.upenn.edu/lps/calendar>

OTHER REGISTRATION INFORMATION:

LPS Quaker Consortium Website	http://www.sas.upenn.edu/LPS/reciprocal/
Course Timetable for Spring 2012 Semester	http://www.upenn.edu/registrar/timetable/index.html
Course Register (Course Descriptions)	http://www.upenn.edu/registrar/register/index.html
Penn InTouch	https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html
UPENN College of Liberal and Professional Studies	www.pennLPS.org
University of Pennsylvania Homepage	www.upenn.edu
Classroom Finder	http://www.isc-cts.upenn.edu/finder/
Penn Course Review	http://www.vpul.upenn.edu/coursereview/
Penn Portal	http://medley.isc-seo.upenn.edu/penn_portal/view.php

University of Pennsylvania College of Liberal and Professional Studies

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Quaker Consortium Reciprocal Program Registration Form

Section 1: Student Biographic and Demographic Information (PLEASE PRINT ALL INFORMATION LEGIBLY):

Last Name: _____ First Name: _____

Social Security Number: _____ Date of Birth: (MM/DD/YYYY) _____

If you are an international student and do not have a Social Security Number, check this box []
If you are an international student who has taken classes at Penn before, check this box []

Sex: Male [] Female [] Do you plan to submatriculate into the University of Pennsylvania? Yes [] No []

Have you registered for classes at Penn through any program (not just Quaker Consortium) before? [] Yes [] No

Local Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone No.: _____ E-mail Address: _____

Quaker Consortium school in which you are currently enrolled: _____
(Bryn Mawr, Haverford, Swarthmore, or Curtis)

Ethnicity: (Optional, for government reports only.)
[] American Indian/Alaskan Native [] Asian/Pacific Islander
[] Black/African American [] Hispanic/Latino
[] White/Caucasian [] Other _____

Country of citizenship: _____

Section 2: Course Registration Information & Agreement

Please note: To be properly registered for a course, you MUST provide the four-letter department code, the three-digit course number, and the three-digit section number (e.g. MATH 001-601). If your course requires registration for a lab or recitation, you MUST include that information as well. Please do not include course days, times, titles, or instructors' names. "Alternate request" denotes the course, if any, for which you would like to be registered if your primary request is not available. Forms will not be processed without all required information.

Course 1 - Primary Request _____ Course 2 - Primary Request _____
- Alternate Request _____ - Alternate Request _____

I, the above student, understand and agree to the following terms:

- 1. My enrollment is subject to the academic calendar and deadlines of LPS, which may differ from those of my home institution.
2. It is my responsibility to obtain permission from my home school Registrar to register for courses at Penn.
3. If asked to do so by LPS, it is my responsibility to contact academic departments at Penn to request permits for registration and to notify LPS of when those have been added to my student record

Signature: _____ Date: _____

The University of Pennsylvania reserves the right to cancel your registration if you enter incorrect information on this form.

Section 3: Home School Registrar Approval - For Registrar Signature Only

Print Name _____ Date _____

Signature _____